



School-Wide Information System

Becoming Swift at SWIS™

User's Manual
September 2006
Version 4.0

SWIS™ User's Manual 2006

Version 4.0

Edited by:

Anne W. Todd, Robert H. Horner, Nadia K. Sampson & Megan Amedo
Educational and Community Supports
University of Oregon

Appreciation for contributions to previous editions of SWIS™ User's Manuals goes to:

Audrey Desjarlais, Jody Esperanza, Emma Martin, Seth May, Jean Nakasato, Danielle Phillips, Terri Reese, George Sugai, Tary Tobin, & Jim Watson

Software requirements for SWIS™ include:

- Internet Explorer 6 or higher for PC (SWIS™ is not supported on IE for Macs.)
- Safari 1.0 or higher
- Mozilla 1.5 or higher
- Firefox 1.0 or higher
- Netscape 7.0 or higher

Note: Users with slower internet connections may experience difficulties unrelated to the SWIS™ system.

For full citation use:

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SWIS Facilitator:

Email:

Phone:

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Getting to Know SWIS™

WHO SHOULD USE THIS MANUAL

The purpose of this manual is to provide SWIS™ users with a quick reference and trouble-shooting guide. The manual is for use by SWIS™ Facilitators and SWIS™ Users during initial start-up, training, and on-going use.

Individuals new to SWIS™ should go to the SWIS™ website at www.swis.org for information about the features of SWIS™ and how to obtain access to SWIS™. The website also provides access to a demonstration of the SWIS™ structure, functions, and reports.

BRIEF OVERVIEW

The School-Wide Information System (SWIS™) is a web-based information system used to improve the behavior support in elementary, middle (junior high), and high schools. The purpose of SWIS™ is to provide school personnel with accurate, timely, and practical information for making decisions about discipline systems. School personnel collect ongoing information about discipline events in their school, and enter this information through a protected, web-based application. SWIS™ provides summaries of this information for use in the design of effective behavior support for individual students, groups of students, or the whole student body. With accurate and timely information, school personnel can make decisions that transform schools into safe, orderly, and supportive environments.

SWIS™ has three elements:

1. Information gathering
2. Web-based computer application for data entry and summary
3. Use of information for decision-making.

SWIS™ is more than just a computer application. It is a practical process for helping school personnel make decisions about the design and management of school-wide behavior support systems, targeted interventions for problem areas, and/or individual student behavior support systems.

SWIS™ is a coherent and flexible system for gathering problem behavior information. However, problem behavior categories used within a school must be mutually exclusive (one problem behavior cannot fit more than one category) and exhaustive (a category for all problem behaviors). A list of definitions for all SWIS™ problem behavior categories is available on the SWIS™ website.

Problem behavior information is entered by local school personnel daily or weekly, and entering discipline data is simple, fast, and accurate. The information is instantly available in tables or bar graphs. Confidentiality is protected through the use of school-specific passwords, and high quality data protection procedures. The SWIS™ Confidentiality & Security statement is also available for review at www.swis.org.

FACILITATORS

SWIS™ Facilitators help schools become SWIS™ compatible, complete the licensing process and provide on-going technical support as schools learn to use SWIS™ data for decision-making. Facilitators are individuals employed by the state/district/region and have completed a 3-day training offered through the University of Oregon. To obtain SWIS™, a school must collaborate with a certified SWIS™ Facilitator. Your school's facilitator contact information is available on the facilitator list on the SWIS™ website.

Facilitator List

Select Country/State



US -> New York
US -> North Carolina
US -> North Dakota
US -> Ohio
US -> Oklahoma
US -> Oregon
US -> Pennsylvania
US -> Rhode Island
US -> South Carolina
US -> South Dakota
US -> Tennessee

THE SWIS™ STRUCTURE

SWIS™ is organized around three features:

1. Data Entry
2. Reporting
3. Tools

Each SWIS™ account can be accessed through two levels. A full-access password provides access to all three SWIS™ features. A read-only password provides access to all reports including those reports with staff and student name options. A read-only password does not allow data entry. The SWIS™ main menu gives a picture of the SWIS™ structure.



Data Entry

- ➔ School Information
- ➔ Enrollment & School Days Per Month
- ⊕ Staff Information Menu
 - ➔ Add/Revise Staff
 - ➔ Display Staff Status
 - ➔ Merge Staff
- ⊕ Student Information Menu
 - ➔ Add/Revise Student
 - ➔ Display Student Status
 - ➔ Merge Student
- ⊕ Referral Information Menu
 - ➔ Add/Revise Referral
 - ➔ Find Referral



Reports

- ➔ Average Referrals Per Day Per Month
- ➔ Referrals By Problem Behavior
- ➔ Referrals By Location
- ➔ Referrals By Time
- ➔ Referrals By Student
- ⊕ Other Reports
 - ➔ Custom Report
 - ➔ Custom Graph
 - ➔ Referrals by Staff
 - ➔ Suspension/Expulsion Report
 - ➔ School Ethnicity Report
 - ➔ Individual Student Report
 - ➔ Year End Report
 - ➔ Student & Staff Lists



Tools

- ➔ Data Integrity Report
- ➔ Data Download
- ➔ Account Preferences
- ➔ School Preferences

Using SWIS™ Data for Discipline Decisions

SWIS™ reporting options are structured for decision-making in three areas:

1. Design and management of school-wide behavior support systems
2. Targeted interventions for problem areas and groups of students
3. Individual student behavior support plans and systems

The Big 5 Basic Reports on the main menu provide information for answering general questions on a monthly basis. To monitor school-wide patterns of problem behavior, start with the Big 5 Basic Reports.

BIG 5 BASIC REPORTS:

1. Average Referrals Per Day Per Month
2. Referrals by Problem Behavior
3. Referrals by Location
4. Referrals by Time
5. Referrals by Student

The Big 5 Basic Reports are available for:

- Minors, majors, or all referrals
- Any period of time for which SWIS™ data is entered
- Table or graph format
- Fixed order of reporting (Non-Fixed Graphs are ordered from least to most frequent)



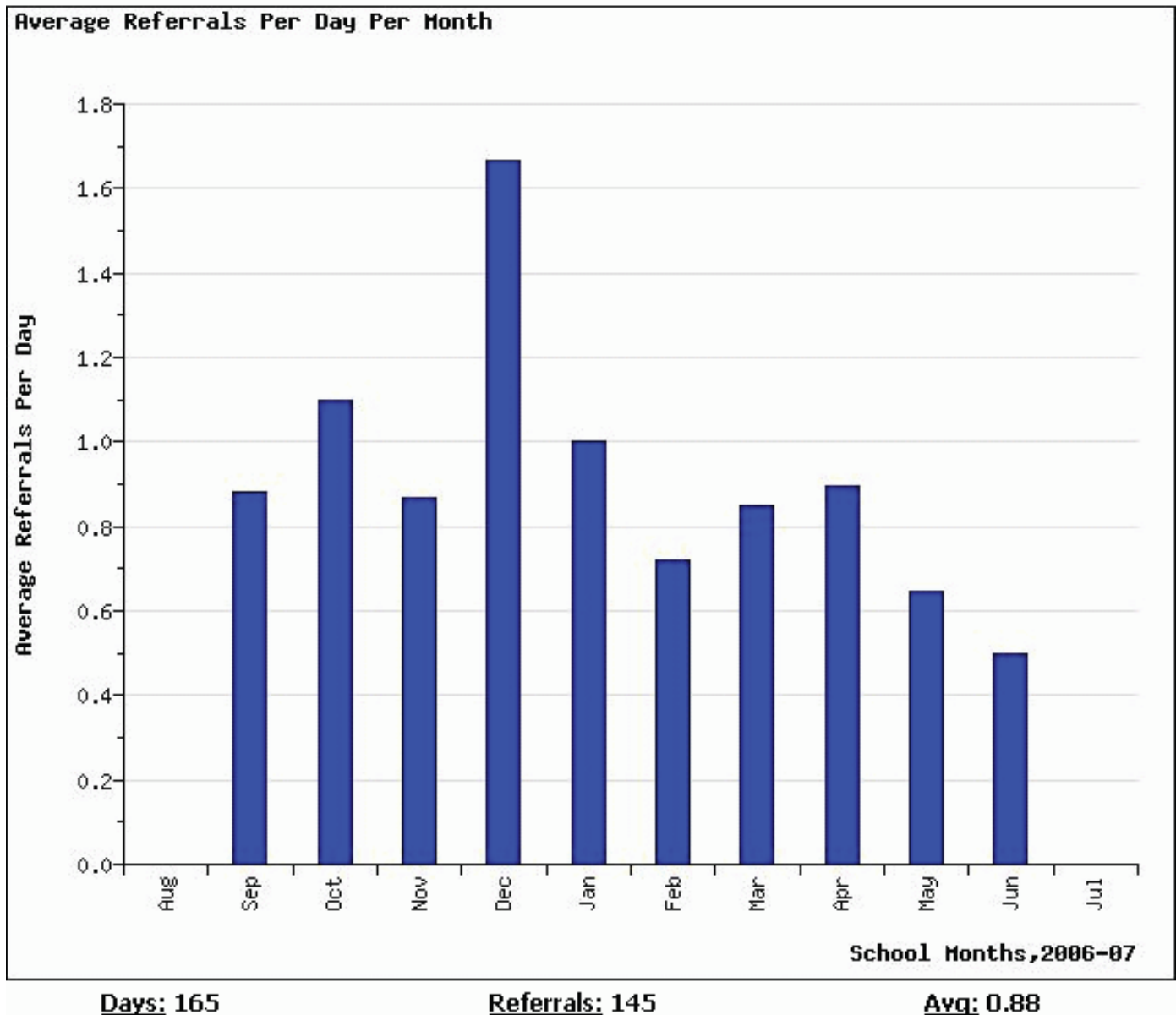
Reports

- ➡ Average Referrals Per Day Per Month
- ➡ Referrals By Problem Behavior
- ➡ Referrals By Location
- ➡ Referrals By Time
- ➡ Referrals By Student

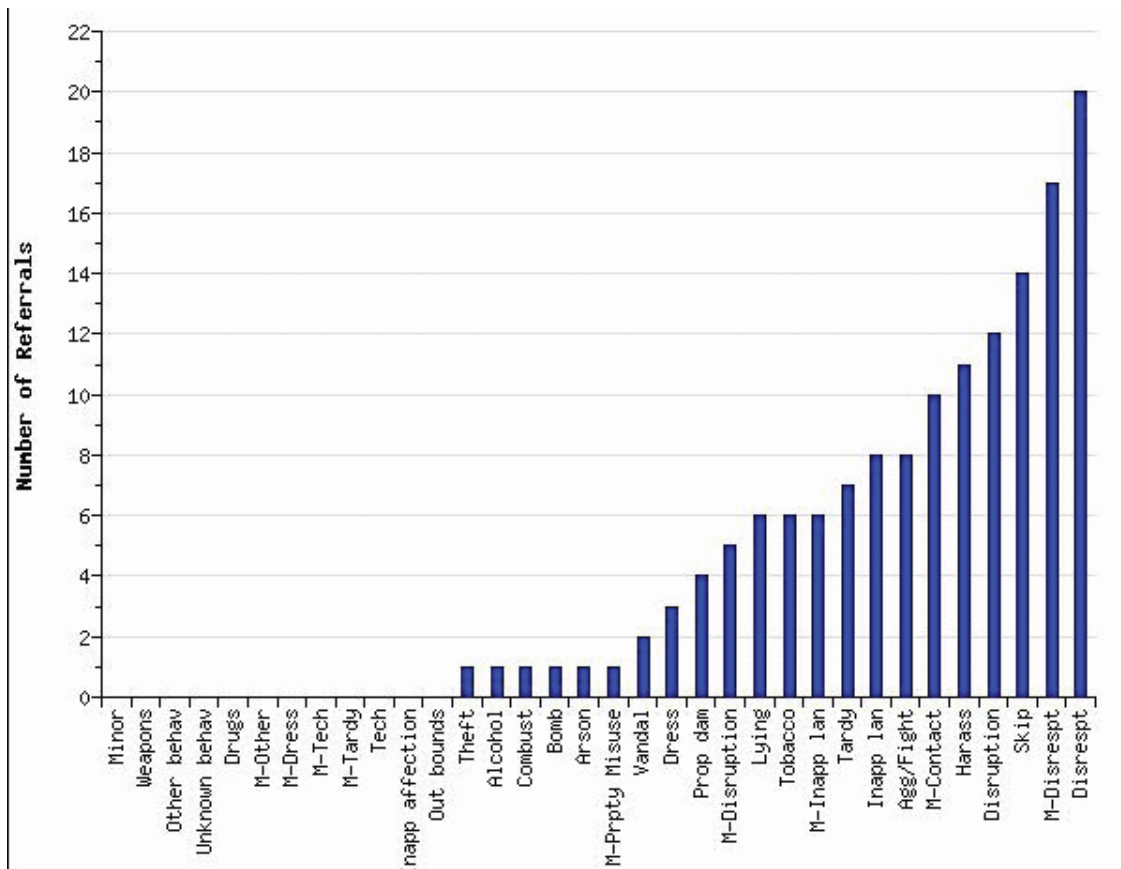
BIG 5 BASIC REPORT EXAMPLES

AVERAGE REFERRALS PER DAY PER MONTH

Year	Month	Days Count	Referral Count	Avg Referrals
2006	Aug	0	0	0.00
2006	Sep	17	15	0.88
2006	Oct	20	22	1.10
2006	Nov	15	13	0.87
2006	Dec	9	15	1.67
2007	Jan	19	19	1.00
2007	Feb	18	13	0.72
2007	Mar	20	17	0.85
2007	Apr	19	17	0.89
2007	May	17	11	0.65
2007	Jun	6	3	0.50
2007	Jul	5	0	0.00
Totals		165	145	0.88

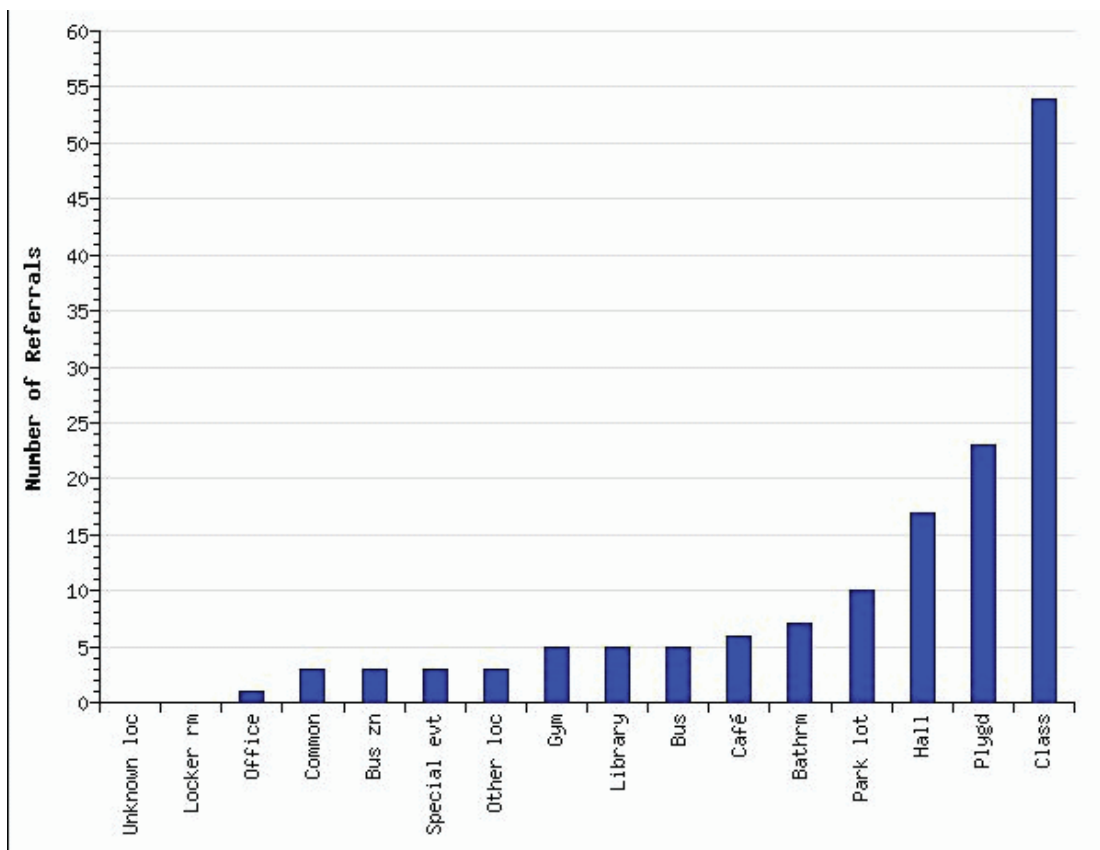


REFERRALS BY PROBLEM BEHAVIOR



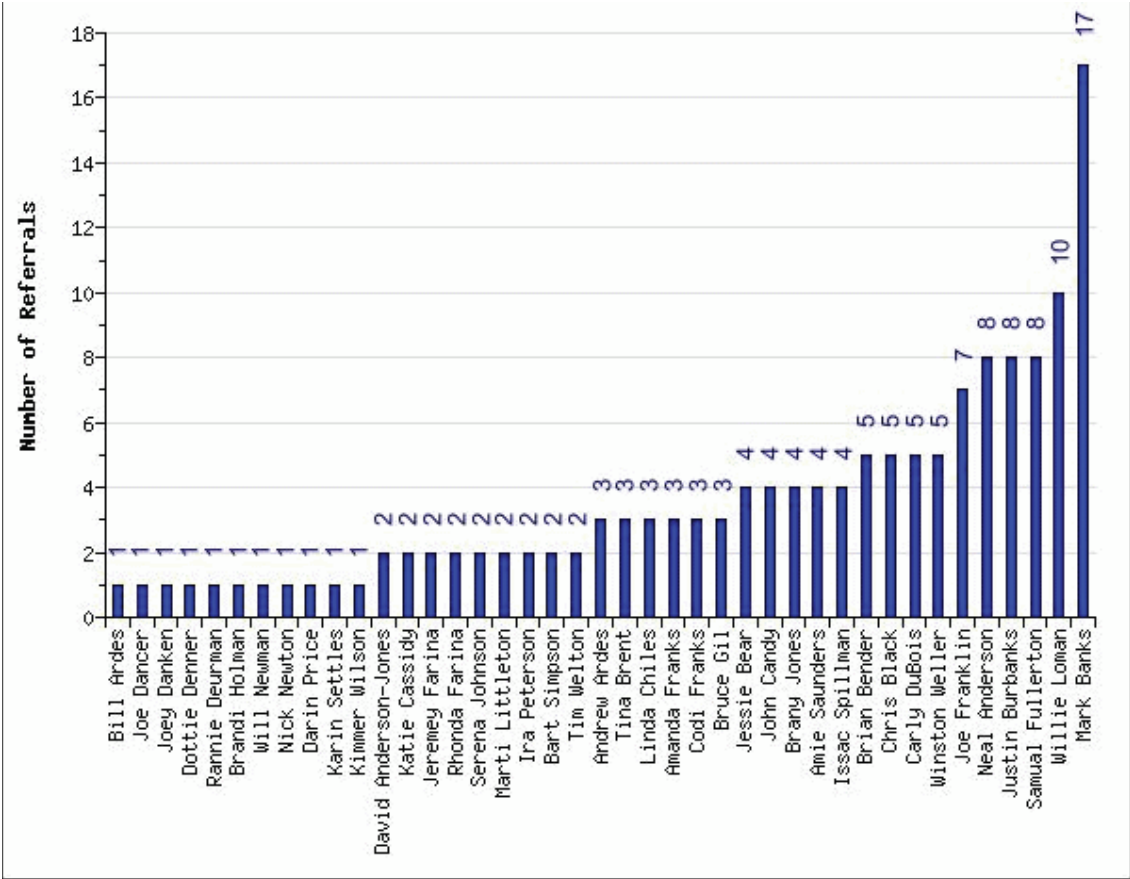
Referrals: 145

REFERRALS BY LOCATION



Referrals: 145

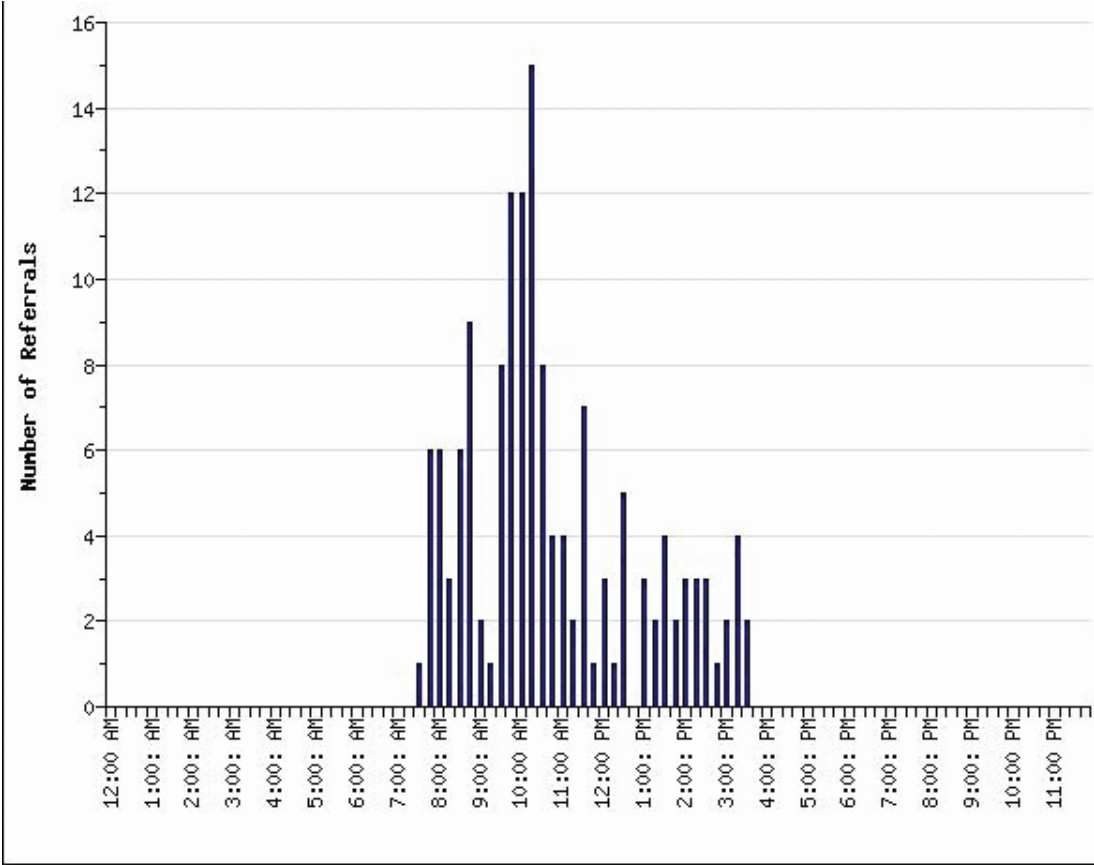
REFERRALS BY STUDENT



Students: 41

Referrals: 145

REFERRALS BY TIME



Referrals: 145

OTHER REPORTS

Other reports are available for queries of the basic reports. When targeted problem areas and individual student questions arise, other reports and graphs contain current information for more detailed problem solving. (It is recommended that SWIS™ data be entered on a daily or weekly basis.) A variety of reports and graphs can be generated to answer specific questions related to office discipline referral information. These include:

- Custom Referral Report
- Custom Graph
- Referrals by Staff
- Suspension/Expulsion Report
- School Ethnicity Report
- Individual Student Report
- Year End Reports
- Staff and Student Lists

OTHER REPORT EXAMPLES

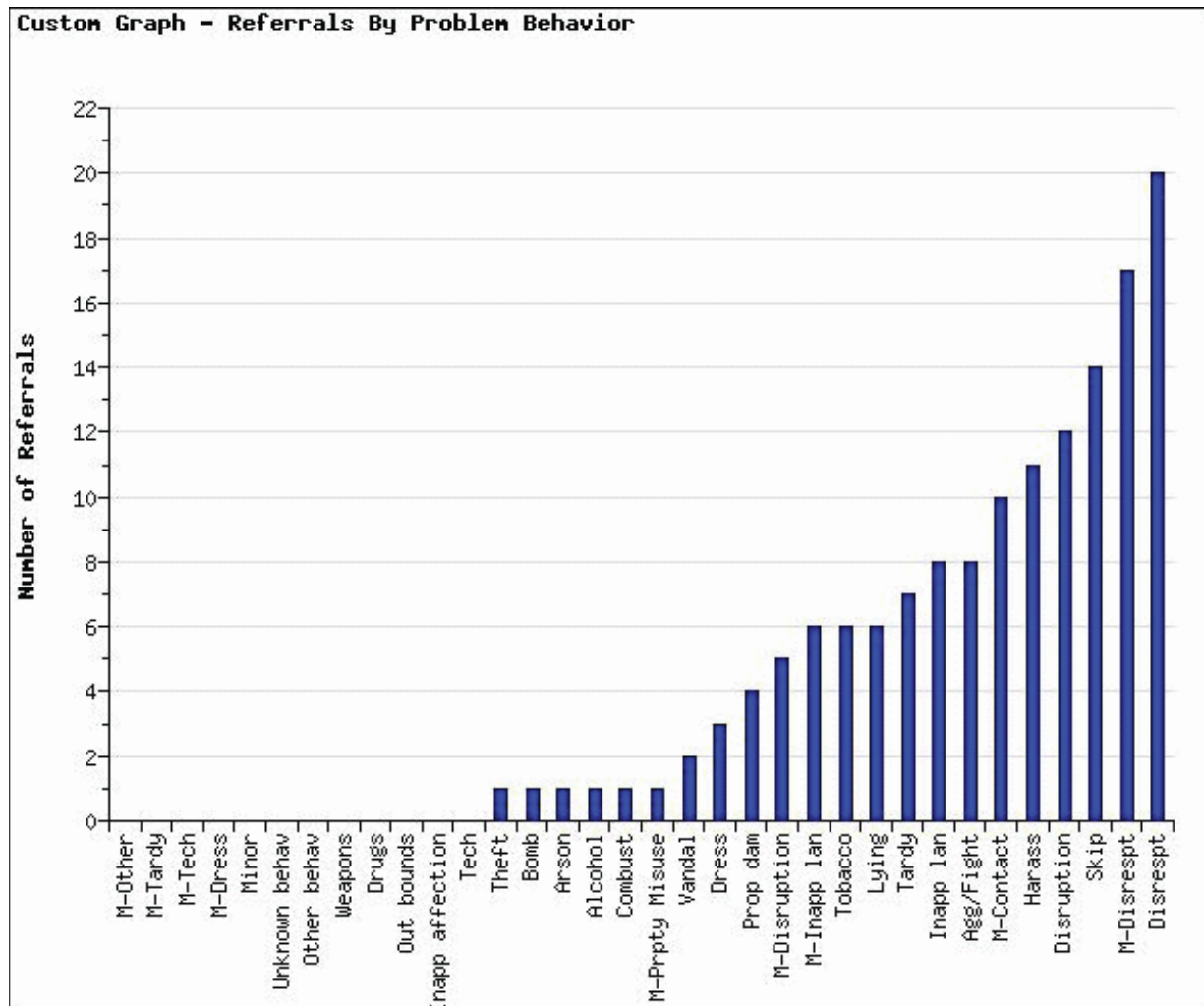
CUSTOM REPORT

Referrals: 145

Sort By: Date,Time

		Date	Student	Grade	Staff	Time	Ethnicity	Location
1	View	09/09/2005	25	6	439	10:15AM	White	Class
2	View	09/11/2005	3	7	7	12:30PM	White	Café
3	View	09/12/2005	34	7	19	8:45:AM	Af Am	Hall
4	View	09/12/2005	19687	5	33	10:15AM	Af Am	Hall
5	View	09/13/2005	11	8	49	9:45:AM	White	Class
6	View	09/14/2005	19694	8	29	9:45:AM	White	Class
7	View	09/20/2005	19688	5	18	9:00:AM	White	Class
8	View	09/20/2005	19696	4	14	10:15AM	Latino	Plygd
9	View	09/22/2005	19696	4	14	10:00AM	Latino	Plygd
10	View	09/22/2005	19688	5	18	10:00AM	White	Class
11	View	09/22/2005	19694	8	29	10:00AM	White	Class
12	View	09/23/2005	19696	4	14	10:00AM	Latino	Plygd

CUSTOM GRAPH



SUSPENSION/EXPULSION REPORT

	Events	Days	Students Contributing
In School Suspensions	17	15.5	13
Out of School Suspensions	7	9.5	5
Expulsions	1	10.5	1

Student Id	Student Name	Gender	Student Ethnicity	IEP	In School Suspensions		Out of School S
					Events	Days	Events
19696	Anderson, Neal	M	Hispanic/Latino	-	1	0.5	1
11	Banks, Mark	M	White	-	1	1	3
458	Black, Chris	M	African American	-	1	1	0
25	Burbanks, Justin	M	White	-	1	1	0
2	Candy, John	M	White	-	1	1	0
50	Franklin, Joe	M	White	-	2	1	1
14	Franks, Codi	M	White	-	0	0	0
3	Fullerton, Samuel	M	White	-	1	1	0
449	Gil, Bruce	M	White	Yes	1	1	0
6	Holman, Brandi	F	African American	-	1	1	0
59	Jones, Brany	F	Hispanic/Latino	-	1	1	0
53	Littleton, Marti	F	Hispanic/Latino	-	1	1	0
34	Loman, Willie	M	African American	-	4	4	1
26	Price, Darin	M	White	-	0	0	1
9	Weller, Winston	M	White	-	1	1	0

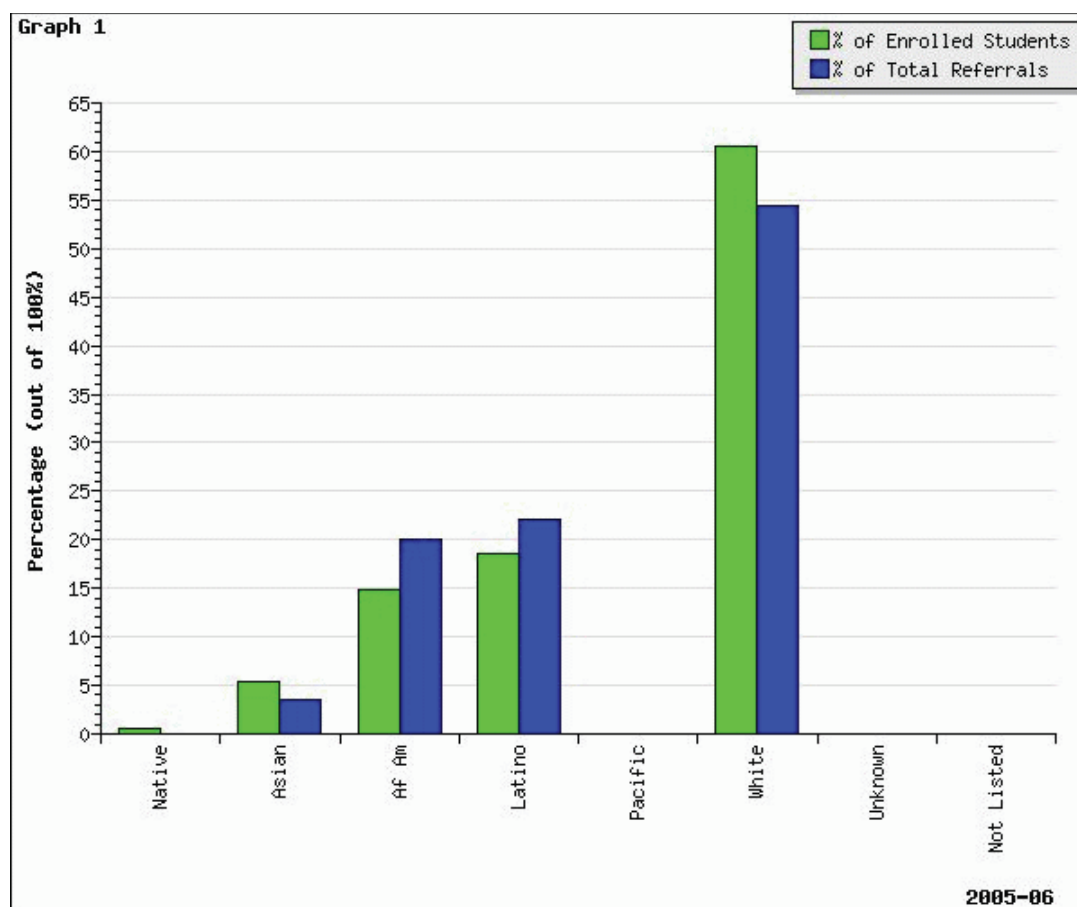
SCHOOL ETHNICITY REPORT

Three graphs are available in the School Ethnicity Report. These include:

1. Percentage of all Enrolled Students by Ethnicity and Percentage of Referrals by Ethnicity
2. Percentage of All Enrolled Students by Ethnicity and Percentage of Students with Referrals by Ethnicity
3. Percentage of Students Within each Ethnic Group Who have Referrals.

GRAPH #1: PERCENTAGE OF ALL ENROLLED STUDENTS BY ETHNICITY AND PERCENTAGE OF REFERRALS BY ETHNICITY:

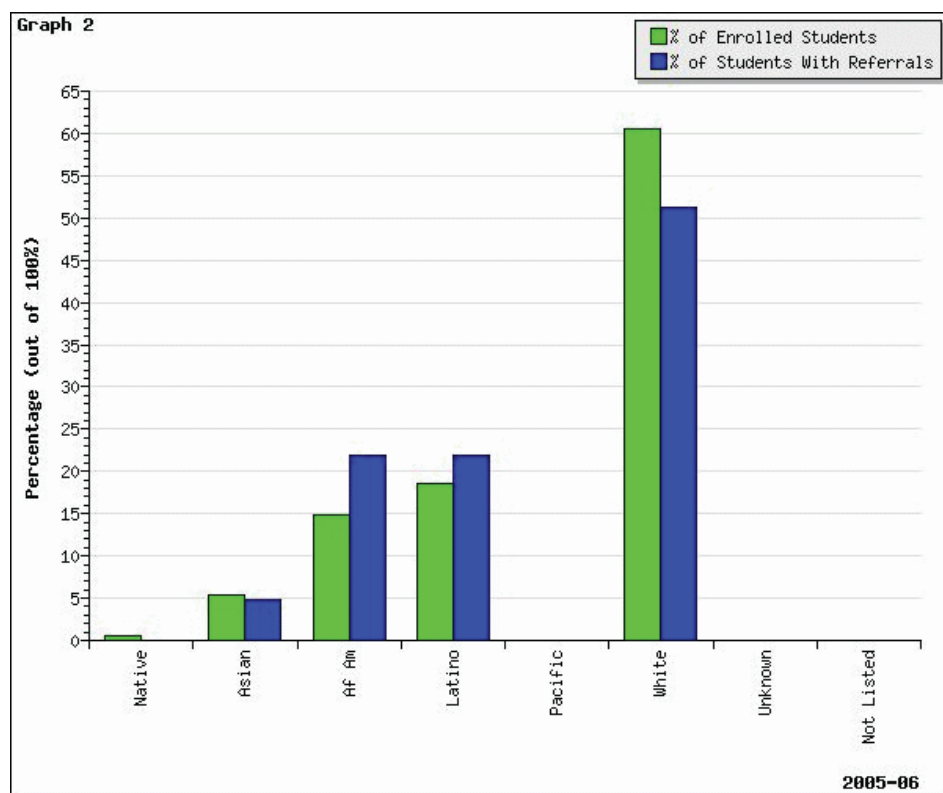
This graph allows comparison of the proportion of students within a school by ethnic grouping (number of students within an ethnic group divided by total enrollment) with the proportion of office discipline referrals from each ethnic group (number of office discipline referrals from an ethnic group divided by the total number of office discipline referrals). The graph allows assessment of the extent to which the proportion of referrals over-represents any specific ethnic group.



	Number of Enrolled Students	Number of Referrals	Percentage of Enrolled Students	Percentage of Total Referrals
Native	3	0	0.51 %	0.00 %
Asian	32	5	5.43 %	3.45 %
Af Am	88	29	14.94 %	20.00 %
Latino	109	32	18.51 %	22.07 %
Pacific	0	0	0.00 %	0.00 %
White	357	79	60.61 %	54.48 %
Unknown	0	0	0.00 %	0.00 %
Not Listed	0	0	0.00 %	0.00 %
Totals	589	145		

GRAPH #2: PERCENTAGE OF ALL ENROLLED STUDENTS BY ETHNICITY AND PERCENTAGE OF STUDENTS WITH REFERRALS BY ETHNICITY:

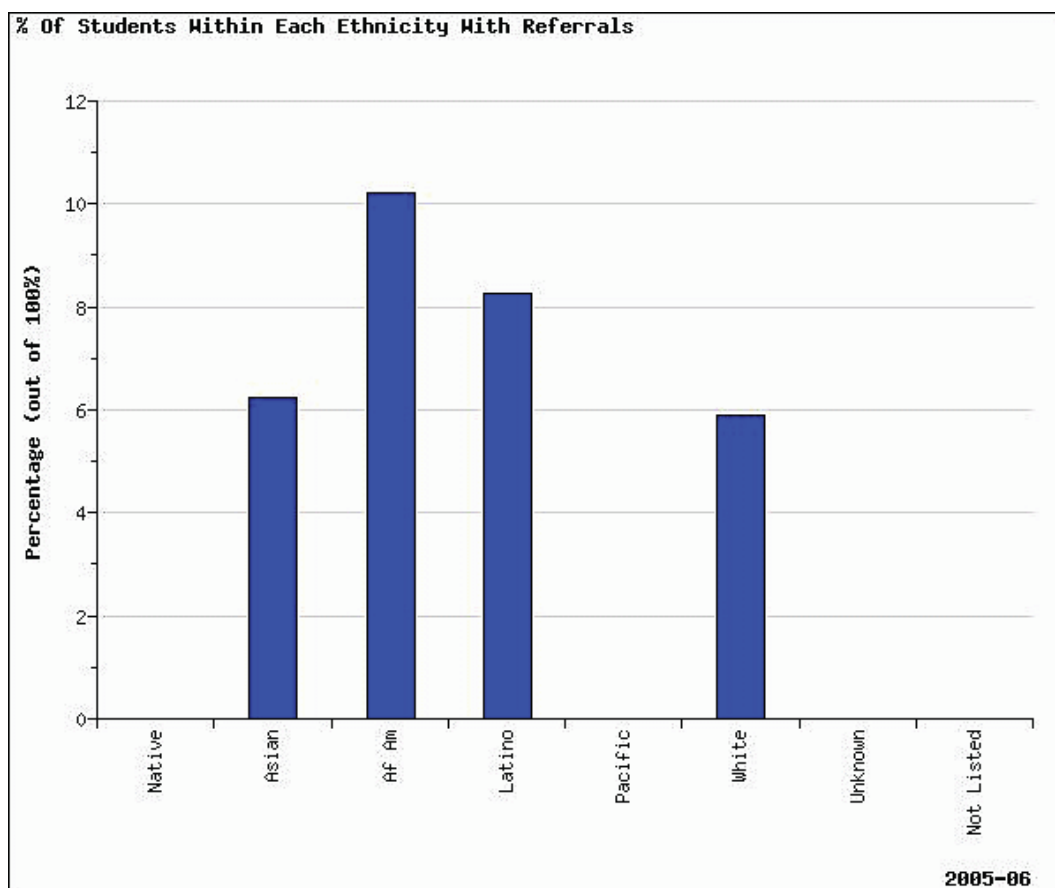
This graph allows comparison of the proportion of students within a school by ethnic grouping (number of students within an ethnic group divided by total enrollment) with the proportion of students with office discipline referrals from each ethnic group (number of students with a discipline referral divided by the total number of students with discipline referrals). The graph allows assessment of the extent to which the proportion of students being referred over-represents the proportion of students in any ethnic group.



	Number of Enrolled Students	Number of Students With Referrals	Percentage of Enrolled Students	Percentage of Students With Referrals
Native	3	0	0.51 %	0.00 %
Asian	32	2	5.43 %	4.88 %
Af Am	88	9	14.94 %	21.95 %
Latino	109	9	18.51 %	21.95 %
Pacific	0	0	0.00 %	0.00 %
White	357	21	60.61 %	51.22 %
Unknown	0	0	0.00 %	0.00 %
Not Listed	0	0	0.00 %	0.00 %
Totals	589	41		

GRAPH #3: PERCENTAGE OF STUDENTS WITHIN EACH ETHNIC GROUP WHO HAVE REFERRALS

The number of students with office discipline referrals from each ethnic group is divided by the number of enrolled students in that ethnic group. This allows comparison of rates of referrals across ethnic groups in the school, and provides identification of any ethnic group that is experiencing a proportionally higher rate of referrals.



	Number of Enrolled Students	Number of Students With Referrals	Percentage of Students Within Ethnicity With Referrals
Native	3	0	0.00 %
Asian	32	2	6.25 %
Af Am	88	9	10.23 %
Latino	109	9	8.26 %
Pacific	0	0	0.00 %
White	357	21	5.88 %
Unknown	0	0	0.00 %
Not Listed	0	0	0.00 %
Totals	589	41	

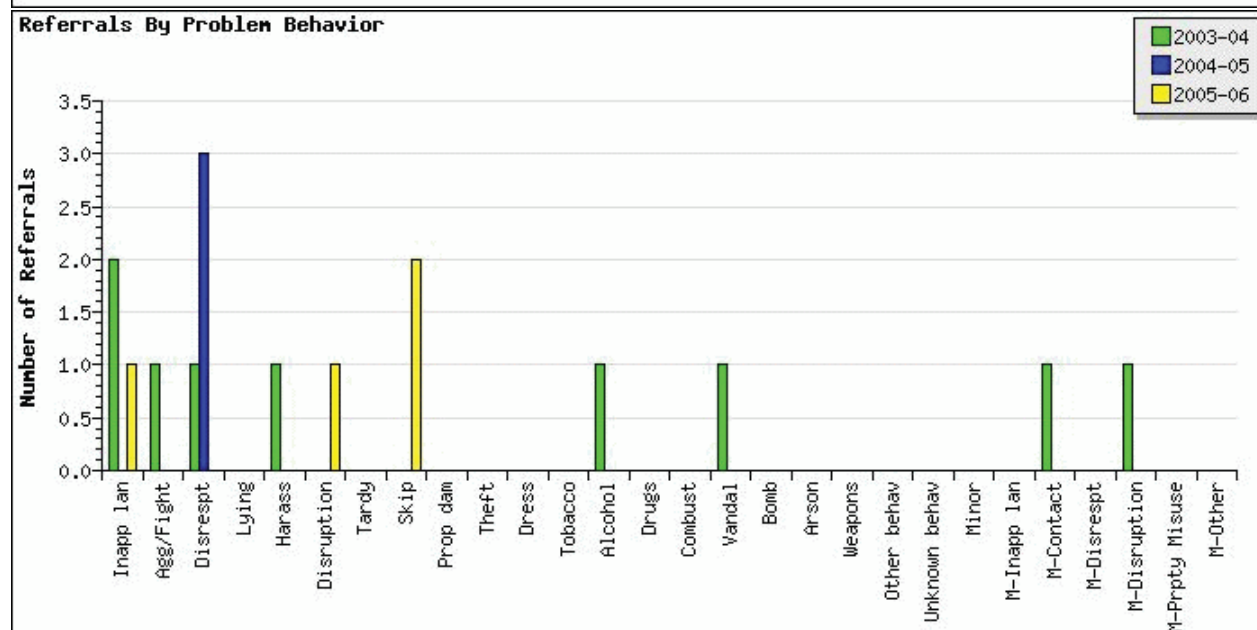
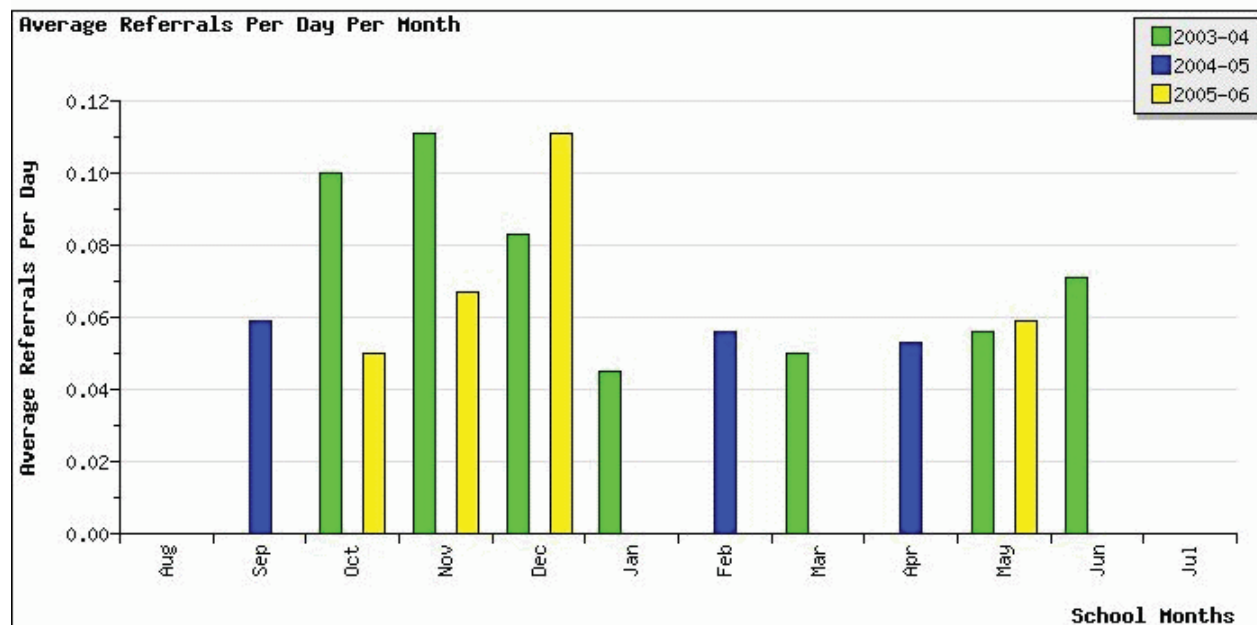
INDIVIDUAL STUDENT REPORT

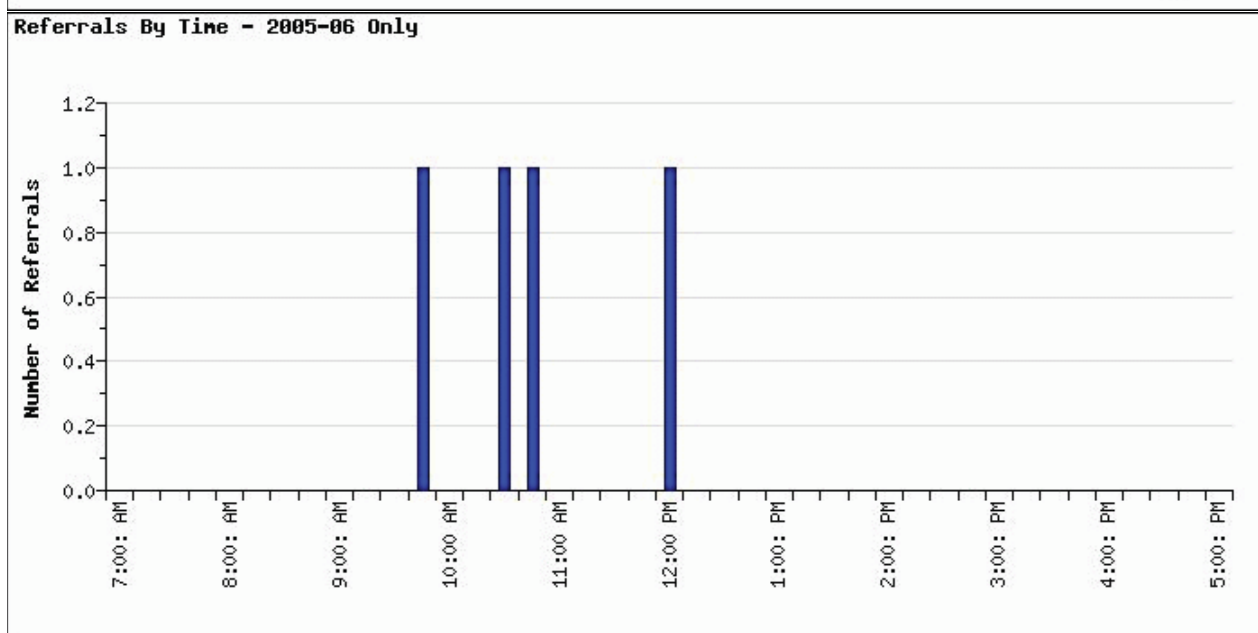
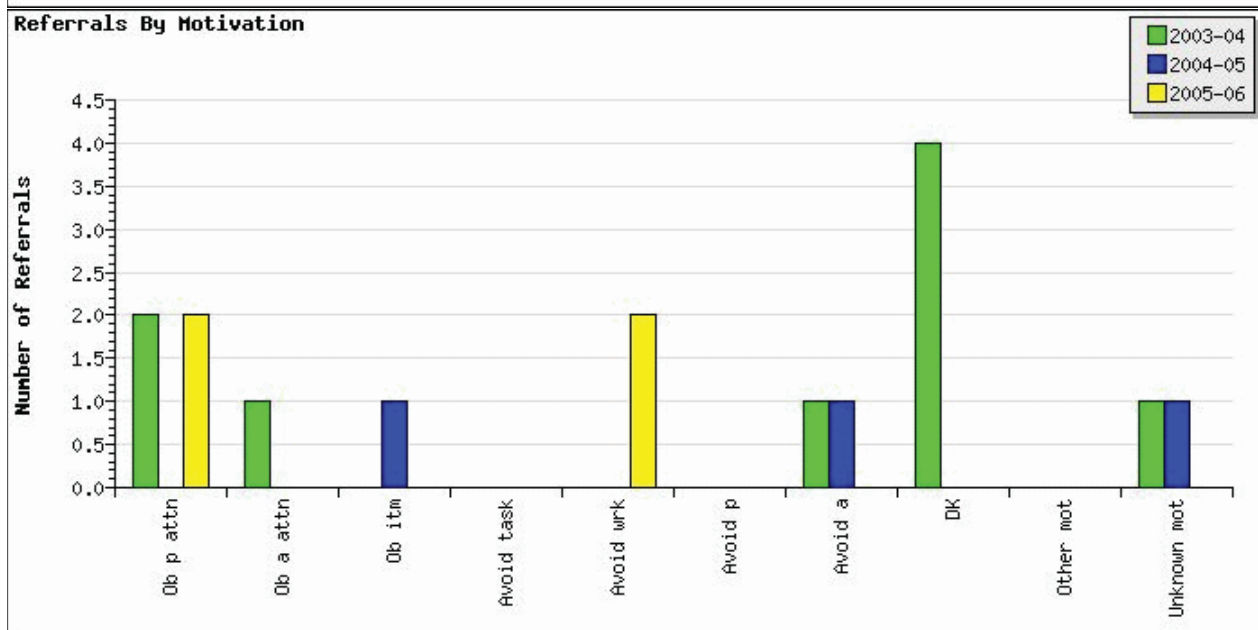
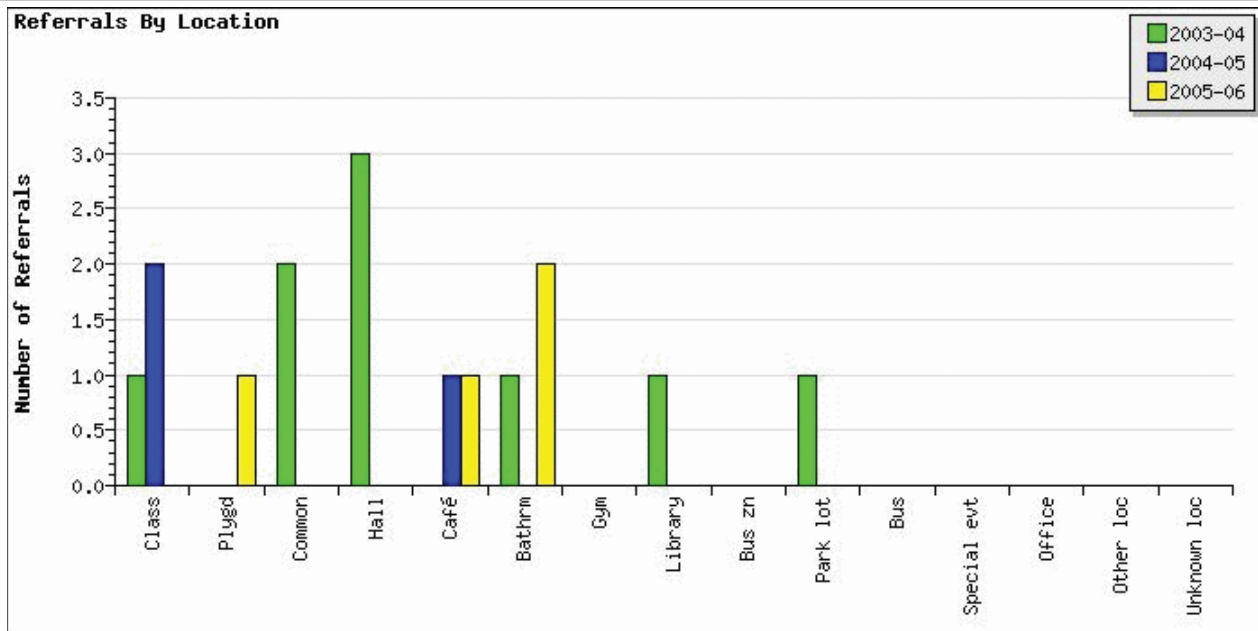
The individual student report provides a discipline summary for any student in the SWIS™ database. The individual student report includes:

- Summary of Referrals Per Year
- Average Referrals Per Day Per Month
- Referrals by Problem Behavior
- Referrals by Location
- Referrals by Possible Motivation
- Referrals by Time
- Suspension/Expulsion Summary
- Individual Referral Information

Referrals Per Year

	2003-04	2004-05	2005-06	Total
Referrals	9	3	4	16



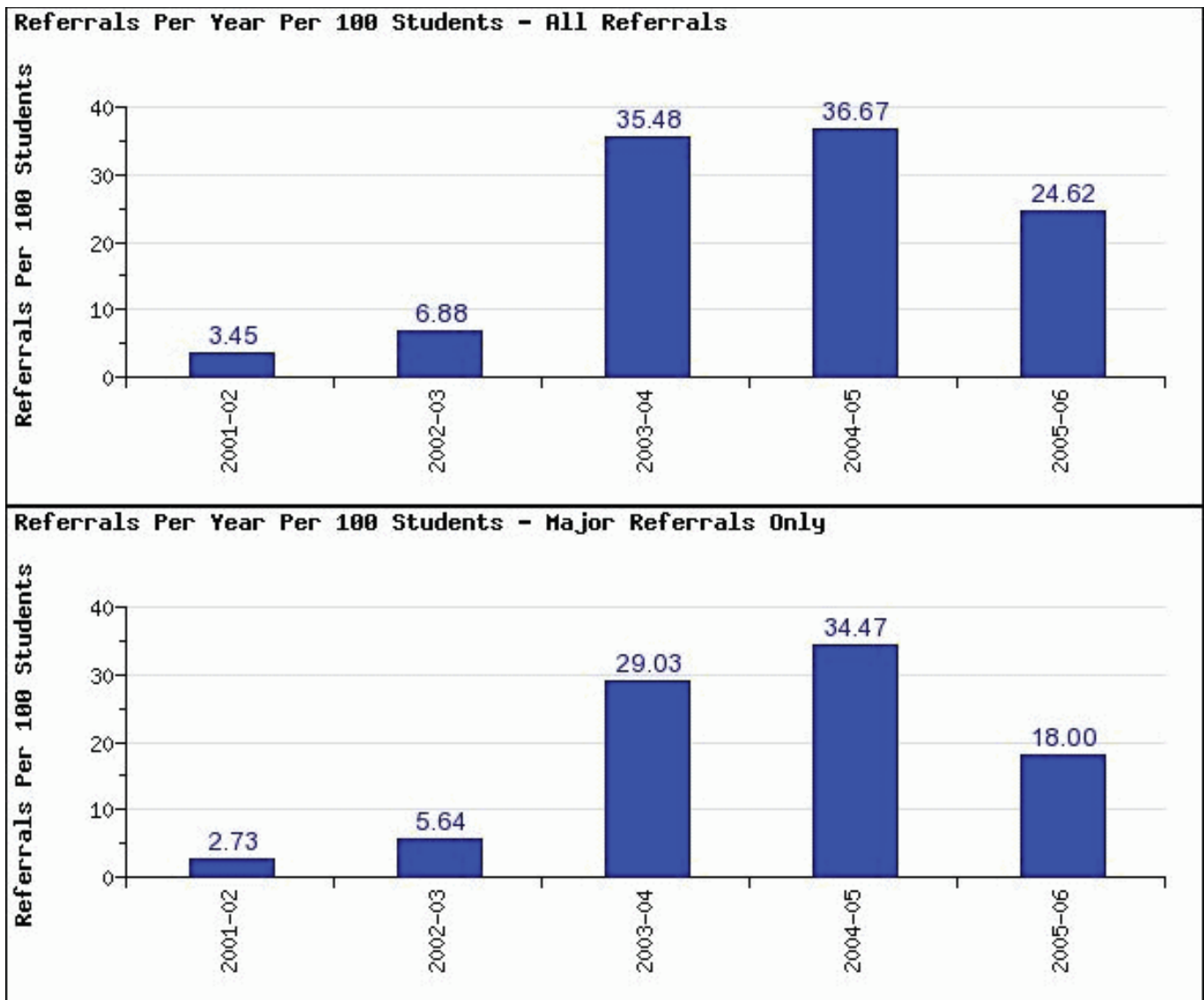


YEAR END REPORT

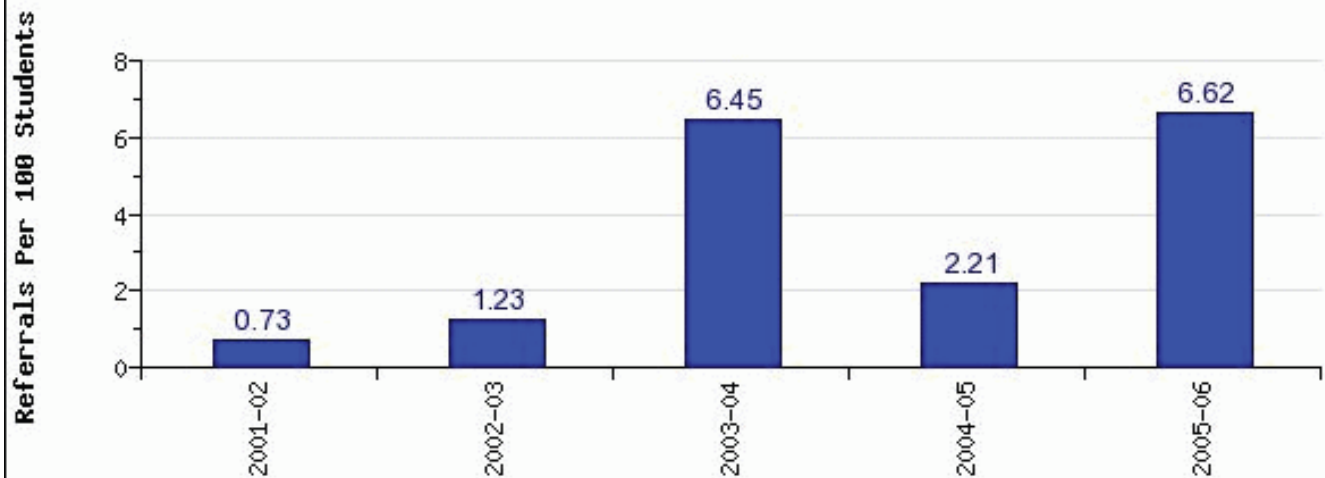
The Year End Report is designed to summarize referral rates per 100 students in a school by:

- Year
- Problem Behavior
- Grade Level
- Location

In addition, a suspension/expulsion report and triangle data report are provided. Summaries are organized for use at the district-level. Two of the available reports are provided below



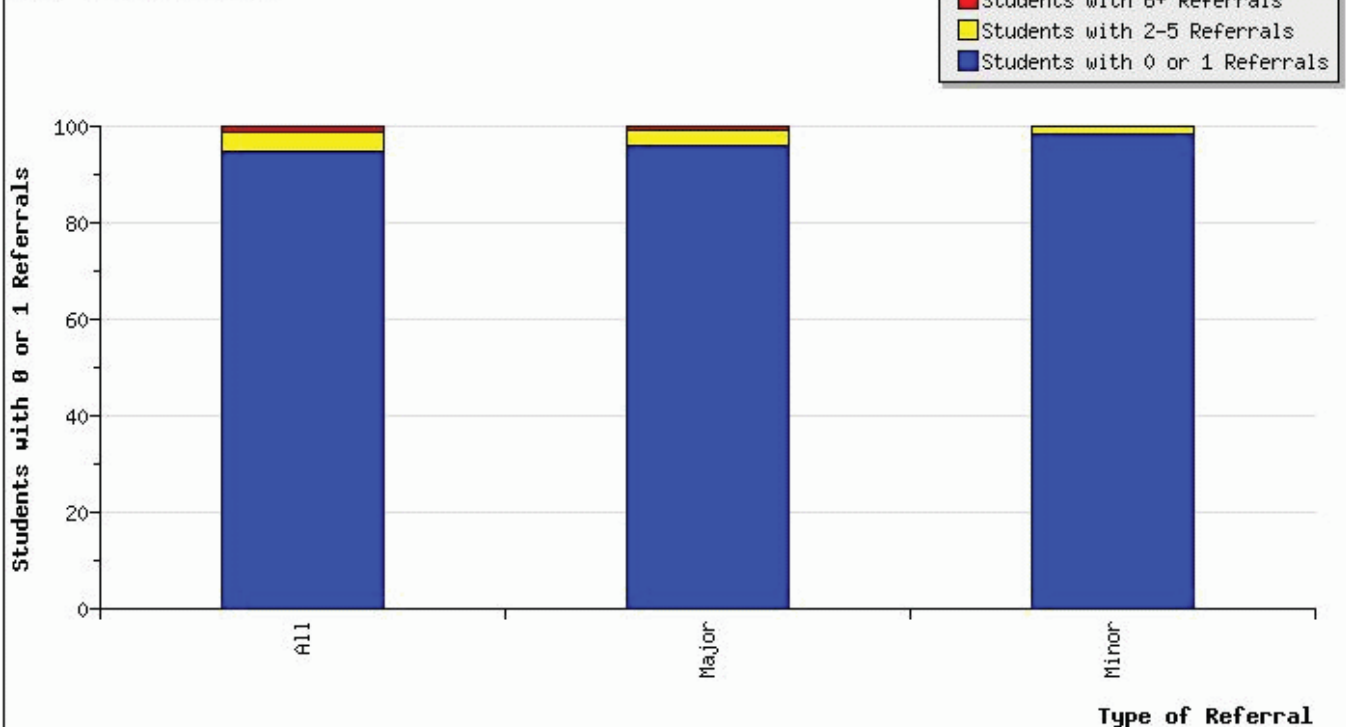
Referrals Per Year Per 100 Students - Minor Referrals Only



Triangle Data Report

	# All	% All	# Major	% Major	# Minor	% Minor
Students with 0 Referrals	548	93.04 %	557	94.57 %	562	95.42 %
Students with 1 Referrals	11	1.87 %	9	1.53 %	18	3.06 %
Students with 0 or 1 Referrals	559	94.91 %	566	96.10 %	580	98.47 %
Students with 2-5 Referrals	24	4.07 %	19	3.23 %	9	1.53 %
Students with 6+ Referrals	6	1.02 %	4	0.68 %	0	0.00 %
Students with 9+ Referrals	2	0.34 %	2	0.34 %	0	0.00 %

Triangle Data Graph



SWIS™ Data Entry and Reporting Schedule

A schedule for data entry and report generation is helpful in getting organized for and sustaining the use of SWIS™ data. The SWIS™ schedule below is an example of how to organize data entry and reporting needs around discipline decision timelines and meeting schedules. A blank SWIS™ Data Entry and Reporting Schedule is located at the back of your manual.

Data Entry		
Who	What	When
Tanya	Office Referrals	End of Each Day
Tanya and Jose	Accuracy Checks	10 minutes monthly before Climate Committee Meeting
Report Generated		
Who	What	When
Climate Committee	Office Referrals the 5 basic reports	Every two weeks meetings 3:00
BEP Team	Referrals by student individual student reports for students 5+ referrals	Thursdays 3:15
IEP Teams	Individual Student Report	Scheduled IEP meetings
Administrators	All options	Student meeting Parent meeting Staff meeting School Board meeting

Common SWIS™ Navigation Features

A small number of features are standard across SWIS™. Review the list below as you get to know SWIS™.

- **Tab Activated Movement** - Users can move from one field to the next within a data entry screen by using the Tab button on their computer keyboard.
- **Navigation Menu** - At the top of each data entry screen is a gray navigation bar that allows users to scroll through records one at a time, click to add a new record or delete the current record.
- **Main Menu** - There is a main menu button located on every screen that will take users back to the SWIS™ main menu.
- **Pop-Up Windows** - For PC users, blue boxes activate pop-up windows for student and staff names. For MAC users, white ovals activate pop-up windows.
- **Drop-Down Lists** - Arrows activate drop-down lists within the SWIS™ application. Users can also click anywhere within the drop-down window to activate the lists.
- **Required Information** - Some fields within SWIS™ are required in order to save a record. All required fields are noted with a red “(required)”
- **Dates** - For schools in the United States, all dates must be entered in the following format: DD/MM/YYYY. For schools outside of the US, dates are formatted based on the locale set up within Account Preferences.
- **Report Date** - When generating reports and entering referrals, the date will default to the current day. Users may change the date to previous days, but must follow the specified date format.
- **Auto Logout** - SWIS™ will automatically time out after 15 minutes of inactivity. This is to ensure confidentiality is maintained.
- **Space and Case Sensitivity** - All usernames, passwords and all Extra Info fields are space and case sensitive. Be sure to log into the account using the login information provided on your school’s School Information Form. To avoid multiple entries in Extra Info fields, be consistent when defining these in data entry.

Logging Into and Out of SWIS™

For computer set-up:

1. Check accuracy of date and time.
2. Click on the Control Panel, click on Date/Time option and revise as needed.
3. Log onto Internet.
4. Type in website address www.swis.org. (You might want add this site to your favorites or bookmarks.)

To Log Into SWIS™:

1. At far right, click on [Login/Demo](#).
 - a. **For specific school**
Username: login name
Password: 7 character password
 - b. **For demo**
Username: ebs
Password: ebs
2. Click on [Continue](#) to go to SWIS™ main menu.

To Logout:

1. Click on [Logout](#) button at top right of any SWIS™ page.

To maintain confidentiality, always logout when leaving work station

LOGIN SCREEN



The login screen has a light gray background. At the top, the text "Enter Username and Password" is centered in a bold, black, sans-serif font. Below this, there are two input fields. The first is labeled "Username:" on the left, followed by a white rectangular box with a thin black border. The second is labeled "Password:" on the left, followed by a similar white rectangular box with a thin black border. At the bottom center of the form is a blue button with rounded corners. It features a green checkmark icon to the left of the word "Login" in a white, sans-serif font.

Data Entry

SCHOOL INFORMATION

This information is initially entered for SWIS™ Users when the school account gets set up. To revise the information, follow the steps outlined below.

1. At main menu, click School Information.
2. Click in the corresponding fields to enter:
 - a. School mailing address
 - b. Physical address IF different from mailing address
 - c. Grade range
 - Click lowest grade level served
 - Click highest grade level served
 - d. School phone number
 - e. School fax number
 - f. School's contact person
 - To revise the school's contact person name, click on the Select button. If the name is not on the list, enter name in Staff Information
 - Click on the new contact person's name from pop-up list
 - Type in contact person's email address
3. Click Save.

SCHOOL INFORMATION

State/Province: Demo State	
District: Demo District	
School's Mailing Address	
Address (required)	City (required)
<input type="text" value="1235 Smith Rd"/>	<input type="text" value="Sutton"/>
State/Province (required)	Zip/Postal Code (required)
<input type="text" value="Wa"/>	<input type="text" value="134"/>
School's Physical Address (if different than mailing address)	
Address	City
<input type="text" value="1235 Smith Rd"/>	<input type="text" value="Sutton"/>
State/Province	Zip/Postal Code
<input type="text" value="Wa"/>	<input type="text" value="134"/>

ENROLLMENT AND DAYS PER MONTH

To graph and report Average Referrals Per Day Per Month, Individual Student Reports and all Ethnicity Reports, there must be data entered in the Enrollment and Days Per Month section of your account. If these reports show up blank when you run them, it is likely your account has no enrollment figures entered.

Ethnicity enrollment data is optional. To activate Ethnicity as a required field in your school's account, see School Preferences in this manual. To generate Ethnicity Reports, student ethnicity data must be entered in two different ways. Enter the number of students in each ethnic group in Enrollment and Days Per Month and enter each student's ethnic background in Student Information.

To enter your Enrollment and Days Per Month:

1. At main menu, click Enrollment/Days Per Month.
2. Select school year from the drop-down list located in the upper right corner.
3. Enter enrollment number based on annual census count (typically generated by October 1st).
4. Enter ethnicity enrollment and number of students in each group. The total ethnicity enrollment should equal the total school enrollment number.*
5. Enter number of school days for each month.** *(If your school starts during a different month, go to Preferences in the Tools folder.)*
6. Click Save.

ENROLLMENT AND DAYS PER MONTH

School Year: 2005-06		Select School Year ▼	
Enrollment:		School Days Per Month:	
Total Enrollment:	589	Aug:	0
Ethnicity Enrollment:		Sep:	17
American Indian/Alaskan Native:	3	Oct:	20
Asian:	32	Nov:	15
African American:	88	Dec:	9
Hispanic/Latino:	109	Jan:	19
Pacific Islander/Native Hawaiian:	0	Feb:	18
White:	357	Mar:	20
Unknown:	0	Apr:	19
Not Listed:	0	May:	17
Ethnicity Enrollment Subtotal:		Jun:	6
		Jul:	5

STAFF AND STUDENT INFORMATION

ADD/REVISE STUDENT/STAFF INFORMATION

To add new staff/students:


1. At main menu, click Add/Revise Staff/Student.
2. Click Jump to Staff/Student button to preview existing staff/student lists.
If staff/student name you're looking for is not on the list:
 - a. Click Close Window.
 - b. Click New.
 - c. Type last and first names and district staff/student ID number.
4. Click Save.

To revise staff/student information:

1. At main menu, click Add/Revise Staff/Student.
2. Click Jump to Staff/Student button to preview existing staff/student lists.
3. Click staff/student name to change and make necessary revisions.
4. Click Save.

When adding or revising student information follow these additional steps:

1. Select student gender.
2. Check the IEP box if student has one or gets one.
3. Enter district's ID number for student (optional, but necessary for merging SWIS™ data with district database).
4. Enter Other Information (optional).
5. Select student Ethnicity (optional if preference is unselected).
6. Click Save.

 **Jump to Student**

Student

Last Name (required)	First Name (required)	IEP
<input type="text" value="Anderson"/>	<input type="text" value="Neal"/>	<input type="checkbox"/>
District Student Id (required)	Gender (required)	
<input type="text" value="38459"/>	<input type="text" value="Male"/>	
Other Information	Ethnicity (required)	Display
<input type="text"/>	<input type="text" value="Hispanic/Latino"/>	<input checked="" type="checkbox"/>

DISPLAY STAFF/STUDENT STATUS

By unchecking the display box next to student or staff names, they will no longer be available to select from staff or student name drop-down lists or pop-up windows. (All referral data attached to this person's name will remain in the SWIS™ account.) Use this feature when students or staff transfer or no longer attend the SWIS™ school.

1. At the main menu, click Display Staff/Student Status.
2. Click in box to un-check the staff/student who are no longer active school members.
3. Click Save.

	Staff Name	District Id
<input checked="" type="checkbox"/>	Calhoun, Debbie	133
<input type="checkbox"/>	Cline, Jason	134
<input checked="" type="checkbox"/>	Cocker, Dale	135

Only staff that are checked will be displayed on selection lists. Use this page to deactivate staff who have moved or are no longer in your school from your selection lists. By deactivating the staff, his/her name is removed from all active windows.

MERGE STAFF/STUDENT

Merging two names of staff or students will combine all referrals from the “Staff/Student to Delete” to the “Staff/Student to Retain”. To merge staff/student information:

1. At the main menu, click Merge Staff/Student.
2. Click Select Staff/Student from the Staff/Student to Retain field and select staff/student name to keep in the SWIS™ account.
3. Click Select Staff/Student from the Staff/Student to Delete field and select staff/student name to delete from the SWIS™ account.
4. Click Merge.

To delete students or staff from your SWIS™ account, go to Add/Revise Student/Staff; select the name of the person to delete and click Delete in the upper right-hand corner of the screen. SWIS™ will not allow you to delete a student or staff name if there is referral data attached to his or her name.

Staff to Retain

Select Staff

Danner, Peggy

Staff to Delete

Select Staff



Bundy, Gail

REFERRALS

ADDING A REFERRAL

1. At main menu, click Add/Revise Referral. This opens the add/revise referral data entry screen.
2. Click Student Name.
 - a. If the student's name does not appear on the list, click Add Student.
 - b. Follow the steps outlined in Add/Revise Staff/Student Information found in this manual to add the student to the SWIS™ account.
3. Enter all required information. All required fields are noted with a red (*required*).
 - a. SWIS™ allows users to select one problem behavior per referral.
 - b. If the problem behavior event is minor, click in the box to the right of the word Minor. This activates the minor problem behavior categories in the required Problem Behavior drop-down list.
 - c. When the administrative decision results in In-School/Out-of-School Suspension or Expulsion, enter the number of days the student was suspended or expelled. Half or Full-day increments for the suspension/expulsion may be entered.
4. Enter other necessary information.
 - a. Other Information can hold up to 255 characters if anecdotal information about the problem behavior event is needed.
 - b. Extra Info. is a field for defining problem behavior events at a more specific level. Examples of how to use Extra Info can be found in this manual.
5. Click Save.

EXAMPLE REFFERAL:

Referral	
 Student (required)	Ardes, Bill
Grade (required)	2
 Staff (required)	Blue, Jim
Date (required)	07/28/2006 MM/DD/YYYY
Time (required)	9:15:AM
Location (required)	Playground
Minor	<input type="checkbox"/>
Problem Behavior (required)	Harassment/ bullying
Motivation (required)	Obtain peer attention
Others Involved (required)	Peers
Admin Decision (required)	Loss of Privileges
Days Suspended/Expelled	<input type="text"/> half day increments (0.5; 3; 6.5; etc)
Other Information	
Extra Info 1	physical
Extra Info 2	
Extra Info 3	
Copy data to next new referral?	<input checked="" type="checkbox"/>

COPYING REFERRAL INFORMATION TO NEXT REFERRAL

When more than one student is involved in the same incident, some of the referral information can be carried over from one referral to the next one entered. For example, two students are involved in a fight. The referring staff, the date, the time, the location, the problem behavior and others involved will be the same for each of the student's referrals. To copy this information from one referral to the next referral:

1. Complete referral data entry for the first student.
2. Click in the Copy Data to Next New Referral box at the bottom of the referral data entry screen.
3. Click Save.
4. This will save the first student's referral and open a new referral data etnry screen.
5. Enter the missing information into the second student's referral.

USING EXTRA INFO. FIELDS

Schools use the extra info. fields when they want to examine problem behavior event patterns more specifically. A few categories useful for extra information fields include:

- Harassment Type
- Fighting (# of peers involved)
- Homeroom Teacher
- Defining “other” in any SWIS™ category

For example, some schools may need to define harassment by type. To enter that data, choose harassment for the problem behavior and type a school-defined code (e.g. gender, sexual, racial) in the identified extra information field.

Each school account is allowed 3 categories for extra info. When using this option, label each extra info. field and use them consistently. For example:

- Use Extra Info 1 for harassment type
- Use Extra Info 2 to specify how many peers involved in a fight
- Use Extra Info 3 to identify homeroom teachers

Data entered into Extra Info fields will not show up on any of the Big 5 graphs. The only places it is displayed are the Custom Report and Custom Graph.

When defining Extra Info in your school’s account, be consistent in the way Extra Info is entered. Abbreviations, capitalization, spacing are all things to consider when deciding to define a field.

Problem Behavior (required)	Harassment/ Bullying
Motivation (required)	Obtain peer attention
Others Involved (required)	Unknown
Admin Decision (required)	Detention
Days Suspended/Expelled	<input type="text"/> half day increments (0.5; 3; 6.5; etc)
Other Information	Student missed dose of medication today.
Extra Info 1	racial
Extra Info 2	
Extra Info 3	

FIND AND REVISE REFERRAL

The Find Referral function within SWIS™ provides an easy way to locate a specific referral or group of referrals to open for revisions.

1. At main menu, click Find Referral. This will open the find referral screen.
2. Without entering any information in the given fields, click Find.
3. All referrals in the SWIS™ account will appear as a report sorted by date.
4. Click on the date highlighted in blue of a referral to revise. This will open the chosen referral in the add/revise referral data entry screen.
5. Revise referral information as necessary.
6. Click Save.

To find a group of referrals based of specific information:

1. In the Find Referral screen, select a student name, staff name, date or problem behavior from the drop-down list.
 - a. More search options are available by clicking Advanced Options and refining your search further.
1. Click Find.
2. All referrals matching the specified details will appear as a report.
3. Click on date highlighted in blue of a referral to revise. This will open the chosen referral in the add/revise referral data entry screen.
4. Revise referral information as necessary.
5. Click Save.

To delete a referral from your SWIS™ account, use Find Referral to locate it; click the blue date and click Delete in the upper right-hand corner of the screen. There is no way to retrieve a referral if it has been accidentally deleted. It will have to be re-entered.

Student

Staff

Date MM/DD/YYYY

Problem Behavior

Advanced Options

Grade

Time

Location

Motivation

Others Involved

Admin Decision

Generating Reports

SWIS™ reporting is organized to provide the Big-5 basic reports for quick access as well as a variety of other reports to give more detailed information about your school. SWIS™ data is available in table and graph formats.




The Big-5 Basic Reports and Graphs Include:

1. Average Referrals Per Day Per Month
2. Referrals by Problem Behavior
3. Referrals by Location
4. Referrals by Time
5. Referrals by Student

Other Reports Include:

- Custom Report
- Custom Graph
- Referrals by Staff
- Suspension/Expulsion Report
- Ethnicity Reports
- Individual Student Report
- Year End Report
- Student and Staff Lists

Select the report options.

Referral Type	All Referrals & Minors ▼
 Student	
 Staff	
Report Date Range	8/01/2006 through 09/01/2006
Time Range	7:00:AM ▼ through 5:00:PM ▼
Grade	▼ to ▼
Sort By	Date ▼
 Advanced Options	

BIG 5 BASIC REPORTS

The first 5 reports on the main menu are used for making decisions about problem behaviors at a school-wide level. At the main menu, click on each reporting option as needed.

1. Click Average Referrals Per Day Per Month.
 - a. Select school year from the drop-down list.
 - b. Select referral type from the drop-down list.
 - c. Select other report features.
 - d. Click Generate Report.
2. Click Referrals by Problem Behavior.
 - a. Enter report begin date.
 - b. Enter report end date (if different from current day).
 - c. Select other report features.
 - d. Click Generate Report.
3. Click Referrals by Location.
 - a. Enter report begin date.
 - b. Enter report end date (if different from current day).
 - c. Select other report features.
 - d. Click Generate Report.
4. Click Referrals by Time.
 - a. Enter report begin date.
 - b. Enter report end date (if different from current day).
 - c. Select referral type from the drop-down list.
 - d. Select other report features.
 - e. Click Generate Report.
5. Click Referrals by Student.
 - a. Enter report begin date.
 - b. Enter report end date (if different from current day).
 - c. Enter the number of referrals per student you wish to see.
 - d. Select referral type from the drop-down menu.
 - e. Select other report features.

OTHER REPORTS

Other reports provide more detailed information to answer questions the Big 5 reports may not fully describe. Some reports can also provide much of the information districts and states require schools to submit. Other Reports are found under Reports on the main menu. To access:

Custom Report

1. Click Custom Report.
2. Select referral type.
3. Select a student name from pop-up window or leave blank to generate a report based on all students.
4. Select specific staff name if needed, or leave blank to generate a report based on all staff.
5. Enter report begin date.
6. Enter report end date (if different from current day).
7. Select a begin time and end time.
8. Select specific grade or grade range. Leave blank to generate a report based on all grades.
9. Select a category from the Sort By drop-down list. The SWIS™ default Sort By category is Date. This default is a preference you may choose to change in Account Preferences.
10. Click Generate Report.

Custom Graph

1. Click Custom Graph.
2. Follow same steps for custom report.
3. Select a graph type from the Graph Type drop-down list. The SWIS™ default Graph Type is Problem Behavior. This default is a preference you may choose to change in Account Preferences.
4. Click Generate Report.

Referrals by Staff

1. Click Referrals by Staff.
2. Enter report begin date.
3. Enter report end date (if different from current day).
4. Select referral type.
5. Enter the number of referrals per staff you wish to see.
6. To view the number of referrals per staff in a table format, click Show Table.
7. To view the number of referrals per staff in a graph format, click Show Graph.
8. Click Generate Report.

Suspension/ Expulsion Report

1. Click Suspension/Expulsion Report.
2. Enter report begin date.
3. Enter report end date (if different from current day).
4. Select a student name or leave blank to generate a report based on all students.
5. Select Show Individual Student Data if needed.
6. Select a group of students to report on from the Student IEP drop-down menu.
7. Click Generate Report.

Ethnicity Reports

1. Click School Ethnicity Report.
2. Select referral type.
3. Select school year.
4. To view the referral information in a table format, click Show Table.
5. To view the referral information in a graph format, click Show Graph.
6. Click Generate Report.

Individual Student Report

1. Click Individual Student Report.
2. Click on Student Name and select a student on which to report from the pop-up list.
3. Click Show Referrals to generate a list of the referral information.
4. Click Generate Report.

Year End Report

1. Click Year End Report.
2. Select school year.
3. Click Generate Report.

Staff and Student Lists

1. Click Student and Staff Lists.
2. Select list type (Student or Staff) from drop-down list.
3. Select a category from the sort by drop-down list.
 - a. Last name
 - b. SWIS™ ID - this number is automatically generated when the student/staff name is entered into the application.
 - c. District ID - this number is generated at the district level and entered by SWIS™ Users.
4. Click Generate Report.

ADVANCED REPORTING OPTIONS

Advanced reporting options allow SWIS™ Users to get more specific information about the data. These options are available in:

- The Big 5 Basic Reports
- Custom Reports
- Custom Graphs
- Referrals by Staff
- Ethnicity Reports

Advanced Options for the Big 5 basic reports include:

- Fixed order (Non-Fixed Graphs are ordered from least to most frequent)
- Show names when applicable
- Values shown on graph
- Graph size
- Scale on Y axis

To utilize Advanced Options:

1. Click the Advanced Options button to activate additional data fields.
2. Select the desired options.
3. Click on Generate Report.

Note: For Custom Reports and Custom Graphs check the show box next to the categories needed for your report or graph.

The screenshot shows a software interface with a blue header bar containing a button labeled "Advanced Options" with a minus icon. Below the header, there is a list of categories on the left and their corresponding selection controls on the right. The categories and their controls are:

Category	Control	Show:
Student Gender	Both Male & Female (dropdown)	
Student IEP's	All Students (dropdown)	
Show Student Names	<input type="checkbox"/>	
Show Staff Names	<input type="checkbox"/>	
Student Ethnicity	(dropdown)	<input type="checkbox"/>
Location	(dropdown)	<input checked="" type="checkbox"/>
Problem Behavior	(dropdown)	<input checked="" type="checkbox"/>
Motivation	(dropdown)	<input checked="" type="checkbox"/>
Others Involved	(dropdown)	<input checked="" type="checkbox"/>
Admin Decision	(dropdown)	<input checked="" type="checkbox"/>
Other Information	(dropdown)	<input type="checkbox"/>
Extra Info 1	(dropdown)	<input type="checkbox"/>

Tools

The Tools folder within SWIS™ provides a variety of files for setting up, managing, revising and downloading the data in your SWIS™ account. Often discrepancies in your account can be located by using the functions within the Tools folder.

DATA INTEGRITY REPORT

The Data Integrity Report provides a brief snapshot of common errors such as duplicate staff and student names or referrals that may need to be revised due to data entry errors. To access the Data Integrity Report:

1. On the main menu, click Data Integrity Report.
2. Select the reports to run by checking the box next to each report name.
3. Click Generate Report.
4. The report generated will list any potential errors. Print a copy of the report and make the necessary revisions to any of the listed items within your school's SWIS™ account. Instructions on how to correct common errors can be found within this manual. (e.g. To revise a referral, see the Find and Revise Referral section of the User's Manual.)

DATA DOWNLOAD

The Data Download folder provides a way to download your SWIS™ data into:

- Excel spreadsheets to manually sort and graph the data
- Comma delimited tables for importing SWIS™ data into other student information systems.
- XML format for systems integration purposes.

To download your SWIS™ data:

1. On the main menu, click Data Download.
2. Select the format in which you will download your data for the following categories by clicking the button marked Download.
 - a. Documentation - defines data entry fields for student, staff and referral layouts.
 - b. Human Readable Data - downloads all student, staff and referral data entered into the SWIS™ account.
 - c. Database Import Data - downloads all student, staff and refer

- a. ral data entered into the SWIS™ account and uses numeric identifiers for specific fields.
 - b. Database Lookup Tables - defines the numeric identifiers for the specific fields.
3. The file you've selected to download will appear.

PREFERENCES

Users have the ability to change defaults within SWIS™ to give it a look that is personal to them.

ACCOUNT PREFERENCES

Account Preferences are stored individually for each password accessing SWIS™, allowing each user to customize SWIS™ for their individual usage.

1. On the main menu, click Account Preferences.
2. Change any of the defaults for the following categories:
 - a. General
 - b. Data Entry
 - c. Reporting Preferences
3. Click Save.

SCHOOL PREFERENCES

School Preferences are set for the entire school and will be the same in all the school's SWIS™ passwords. Only full-use SWIS™ passwords may change School Preferences.

1. On the main menu, click School Preferences.
2. Change any of the defaults for the following categories:
 - a. General
 - b. District Id's and Integration
3. Click Save.

General Preferences

Language [English]	English
Locale (English_United States)	English_United States
Pop-up window or pull-down list for Student/Staff selection [Pop-up]	Pop-up Windows
Name Format - this also affects the way names are sorted [Last, First]	Last, First
Always expand the main menu? [Checked (Yes)]	<input checked="" type="checkbox"/>

Data Entry Preferences

Default to new or first on Add Student/Staff [First]	New
Default Ethnicity [Unknown]	Unknown
Do you want use save warnings? [Yes]	<input checked="" type="checkbox"/>

Reporting Preferences

Fixed order selected by default [Unchecked]	<input type="checkbox"/>
Table on by default [Checked]	<input checked="" type="checkbox"/>
Graph on by default [Checked]	<input checked="" type="checkbox"/>

Building Fluency Activities

DATA ENTRY ACTIVITIES

Use Demo Account:

- What is the contact person's name?
- What is the current years enrollment?
- What fields are required for referral data entry?
- Where do you go to change the school address?
- What is David Anderson-Jones District ID number?
- Does Willie Loman have an IEP?
- Logout.

Use SWIS™ Facilitator Account:

- Enter 5 referrals.
- Enter 3 staff names.
- Enter 5 referrals with 2 students being new.
- Enter enrollment for this year.
- Undisplay 3 staff and 3 students in the account.
- Enter days per month for this year.
- Copy referral information from one referral to the next.
- Enter a referral using one of the extra info fields.
- Enter a referral using the other information field.
- Enter a referral where the student was suspended for 2.5 days.

ACCURACY AND MODIFICATION ACTIVITIES

Use SWIS™ Facilitator Account:

- Enter 5 referrals.
- Check accuracy on last 5 referrals or trade 5 other referrals with neighbor and check accuracy.
- Record accuracy of 10 fields on 5 referrals, how many were accurate?
- Change date on one referral.
- Change time on one referral.
- Merge two student names.
- Change school days: you had 2 snow days in Jan and they were made up in June.
- Change location of one referral.
- A student has been given an IEP; make that change.
- Change the area code for your school's phone number.
- Make two staff members inactive.

REPORTING ACTIVITIES

Use Demo Account:

- What basic reports do you use to begin a meeting discussing the status of school-wide efforts?
- What report(s) do you use to begin a meeting discussing the status of an individual student?
- What report(s) do you use to begin a discussion about problem behavior events in specific locations?
- The administrator asks you the time of day when the highest frequency of problem behaviors occurs. What report(s)/information do you give?
- The administrator asks you for the two students with the most referrals.
 - Who are those students?
 - How many referrals does the student with the most referrals have?
 - What is the student most likely to do?
 - Where is the student most likely to have difficulty?
 - When is the student most likely to have difficulty?

-
- A family with 3 kids moves in after the census enrollment was entered. Do you change enrollment?
 - You have entered referrals and generate the average referrals per day per month graph. It shows that there is no data to report. You find the referrals in the other basic reports. What could be happening? What are your next steps?
 - The Student Services Team is meeting in 5 minutes and needs some information for an individual student. What report(s) do you provide?
 - The school district office calls and asks for the number of out-of-school suspensions that have occurred since the beginning of the year. What is your response?
 - What do you do when the referral form does not have all completed information?

Getting Support

Problems do arise from time to time. The following are ways that you can get support for the problems you may encounter.

1. Check the User's Manual.
2. Contact your SWIS™ Facilitator. Your facilitator can answer most questions that are beyond the scope of this User's Manual. Locate the name and the number of your SWIS™ Facilitator on your copy of the School Information Form, inside the front cover of your SWIS™ User's Manual, on the back of your password card, or under Facilitator Information in the Help menu at the top of any SWIS™ page in your school's SWIS™ account.
3. Ask another SWIS™ User at your school or in your district/region.
4. Click Help, located on the green menu bar in your SWIS™ account. The Help Menu gives you direct access to:
 - a. The SWIS™ homepage
 - b. Answers to Frequently Asked Questions
 - c. Your SWIS™ Facilitator's contact information.
 - d. A link to how to get support if you are unable to reach your facilitator.

The screenshot displays the SWIS™ user interface. At the top, a green navigation bar contains 'Tools', 'Help', and 'Logout'. The 'Help' dropdown menu is open, showing 'Facilitator Information', 'Frequently Asked Questions', and 'Support'. Below this is a row of buttons: 'Home', 'Get SWIS™', 'SWIS™ Users', 'SWIS™ Facilitators', 'Become a Facilitator', and 'About Us'. A secondary navigation bar features 'Support', 'Frequently Asked Questions' (highlighted in red), 'Resources', and 'Useful'. The main content area is titled 'Frequently Asked Questions' with the subtitle 'Everything you ever wanted to know about SWIS™!'. Under the 'Data Entry' section, there are three questions listed. On the right, a sidebar titled 'Select a to' lists 'All Topics', 'Data Entry', 'General', 'Login Prot', and 'Reporting'.

Tools ▾ Help ▾ Logout

Facilitator Information

Frequently Asked Questions

Support

Home Get SWIS™ SWIS™ Users SWIS™ Facilitators Become a Facilitator About Us

Support Frequently Asked Questions Resources Useful

Frequently Asked Questions

Everything you ever wanted to know about SWIS™!

Data Entry

- How should I use the referral Extra Info Fields?
- I've entered a student (staff) twice. How do I delete one?
- Why can't I back enter this referral?

Select a to

- All Topics
- Data Entry
- General
- Login Prot
- Reporting

NOTES

NOTES

SWIS™ Data Entry and Reporting Schedule

School: _____

Facilitator: _____

Data Entry		
Who	What	When
	Office Referrals	
	Accuracy Checks	
Report Generated		
Who	What	When